

Important change to requirements for mandatory Workplace Rights and Responsibilities Training



Sending Office: Committee on House Administration

Dear Colleague:

The Committee on House Administration (CHA) has been closely monitoring the coronavirus pandemic and regularly consulting with the Attending Physician, House Officers, and others about impacts on the House community. As explained further below, **until further notice, all Members and staff may satisfy the mandatory Workplace Rights and Responsibilities Training requirement by participating in a live interactive webinar. Previously scheduled in-person classes that were to be held in Washington, D.C., starting Friday, March 13, 2020, will be canceled and rescheduled for a future date as live interactive webinars.** Previously scheduled live interactive webinars for March 13 and later remain available. CHA made this decision in accordance with guidance issued by the Attending Physician and the Centers for Disease Control and Prevention. CHA will continue to monitor the situation and will provide additional updates about any future modifications to this training program.

As additional information, [House Resolution 30](#) requires each Member, Officer, and employee of the House to complete an annual program of education in Workplace Rights and Responsibilities Training during each session of each Congress. All interns (paid and unpaid), fellows, and detailees are subject to this requirement. **All current Members and staff must complete their Workplace Rights and Responsibilities Training no later than Friday, June 5, 2020.** Any Members and staff who begin House employment after June 5, 2020, will be issued separate guidance for training opportunities. Prior to this communication, all Members and staff who work in Washington, D.C., were required to satisfy the requirement for 2020 by attending an in-person training session, while staff based in district offices were permitted to attend a live interactive webinar. Now, until further notice, all Members, Officers, and employees will be permitted to satisfy the training requirement by attending a live interactive webinar. The June 5 deadline is unchanged.

Online registration for the mandatory Workplace Rights and Responsibilities Training for this session of Congress is already open. To register for a session, please visit the [Congressional Staff Academy](#) website. Please note that you must use a House computer and be on the House network to access the Congressional Staff Academy website, to register for training, and to attend the live interactive webinar. A Member or employee who is working remotely with such equipment may register for and attend the training.

Also, please be aware that for 2020, the Workplace Rights and Responsibilities Training formats have been updated for relevancy:

- **New employee training:** A 90-minute new employee offering will be required for employees and interns (paid and unpaid) who have not fulfilled the requirement in previous years.
- A 60-minute refresher course with new content will be available for staff who have previously taken the course.
- **Members, supervisory staff, and non-supervisory staff:** Tailored and updated training webinars specifically for Members, supervisory, and non-supervisory staff will be offered.

After completing an online training program, the system will automatically log the employee as “complete.” Employees will be able to check their Congressional Staff Academy transcript at any time to verify the completion of their own annual Workplace Rights training requirement.

We encourage you to register for the mandatory Workplace Rights and Responsibilities Training as soon as possible. For questions about the this requirement or registration, please consult the [Frequently Asked Questions](#) developed by the Chief Administrative Officer or contact the Workplace Rights and Responsibilities Training Program at (202) 225-9500 or at WorkplaceRights@mail.house.gov. As always, please feel free to reach out to the House Administration Committee at (202) 225-2061 (majority) or (202) 225-8281 (minority).

Sincerely,

Zoe Lofgren

Rodney Davis

Chairperson

Ranking Member